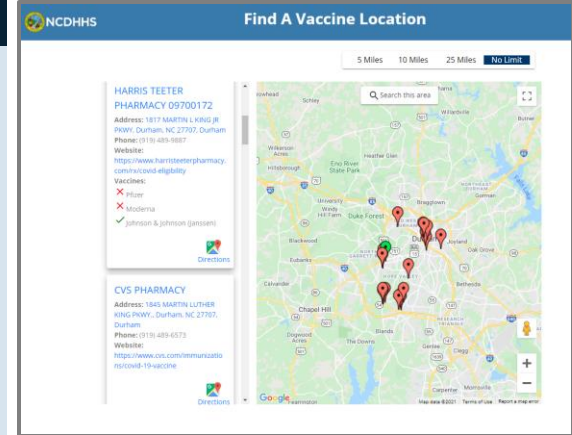


# North Carolina Vaccine Site Locator: How to Add, Edit, or Remove Locations

## What is the North Carolina 'Find a Vaccine' website (Vaccine Site Locator)?

The North Carolina 'Find a Vaccine Location' website allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID-19 vaccine. It is available at <https://myspot.nc.gov>

**All COVID-19 vaccine providers and community COVID-19 vaccine events should list themselves on the Vaccine Site Locator website**, unless they are a provider that is only vaccinating their own patients (e.g., a long-term care facility, correctional facility, primary care provider only vaccinating their own patients)



## Add, Edit or Remove Locations that are already in CVMS

- ☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
- ☐ Go to the **Locations** tab
- ☐ Select a location
- ☐ Click **Edit**
  - ☐ To **Add** a site to the Vaccine Site Locator, check the box that says "Display on Vaccine Site Locator"
  - ☐ To **Remove** a site, uncheck the box that says "Display on Vaccine Site Locator"
  - ☐ **Edit** any information as needed



**Your location(s) should always be displayed on the Vaccine Site Locator website if you serve the eligible public, even if you do not have available appointments.**

- ☐ The Phone Number and Website should be the public contact information for where people can schedule an appointment, or learn how to sign up for the waitlist/walk ins
- ☐ Event Type indicates whether this location is a short-term or long-term event, or Not Applicable if it's the default main location
- ☐ The site locator displays which vaccine brands (e.g. Pfizer, J&J, Moderna) a location has. To change which brands of vaccine a location has, **move the appropriate vaccine brand to the right**. You will need to remember to change it as your inventory changes.

Note: If your location has an Event Type of Not Applicable, vaccine brands are automatically determined by the system based on the inventory you logged in CVMS, unless you **check the Brand Override checkbox**

- ☐ Click **Save**

## Create new locations to add to the Vaccine Site Locator

You may want to add a new event to display on the Vaccine Site Locator website (e.g., if you're hosting a pop-up community COVID-19 vaccine event). Note that this does not impact allocations of where doses are shipped.

- ☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
- ☐ Go to the **Locations** tab
- ☐ Click **New**
- ☐ Complete the New Location Form:
  - ☐ Select an Account (Primary Location)
  - ☐ Select an Event Type (select Short-term event for events that will last for less than 3 weeks; or select Long-term)

- ☐ Select which brands of vaccine your location will offer, **move the appropriate vaccine brand to the right box**
- ☐ If you are using the CVMS Scheduling feature, check the box for "Scheduling feature", and select the appropriate Available, Start and Closing Dates
- ☐ Add the Address where you will be vaccinating recipients (this is where they will need to go to receive the COVID-19 vaccine)
- ☐ Add an appointment website and/or phone number

- ☐ Check the checkbox for '**Display on Vaccine Site Locator**'
- ☐ Click **Save**